

# MINUTES: ENERGY COUNCIL MEETING

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**Meeting purpose** To ensure the opinions and position of the network via the Energy Council (EC) and CSD is considered and discussed in an open forum.

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**Meeting Location** Date: November 17, 2008  
Time: 10:00 am – 3:00 pm  
Place: CSD, King Conference Room

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**Attendees** **Energy Council Attendees:**

Arleen Novotney (SoCal Forum), Ed Ocampo (ACCES), Kathy Kifaya (SoCal Forum), Louise Perez (ACCES), Dennis Osmer (LSPC), and Val Martinez (ARNCEP)

**CSD Attendees:**

Lloyd Throne, Renee Webster-Hawkins, Helga Lemke, Jason Wimbley, and Kathy Ely

**Other Attendees:**

Rose Bayless (CCES), Godwin Aimua (CAP Riverside), and Diane Shakoor (CCES)

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**Topics discussed** The table below identifies the topics discussed in the meeting and the person who led each discussion.

Topic	Discussion Leader
Review of Minutes	Renee Webster-Hawkins
Comment to 2009 LIHEAP Contract	Val Martinez
LIHEAP Utility Assistance Benefit	Goodwin
2008 NCAF Leveraging Conference	Lloyd Throne
Regional Workshop	Jason Wimbley
Santa Clara Energy Provider	Lloyd Throne
Department of Energy Monitoring	Jason Wimbley

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**Minutes** The group moved a motion to approve the minutes.

**M/S/A** Arleen Novotney and by Val to approve the October 9, 2008 minutes.

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**Comments on  
2009 LIHEAP  
contract**

CSD indicated that the final day to submit comments to the 2009 LIHEAP contract is November 17, 2008, and no written comments have been received. CSD requested if the Energy Council had any written or verbal comments to the 2009 LIHEAP contract.

**Contract Term**

Val Martinez indicated that Association of Rural Northern California Energy Providers (ARNCEP) had concerns with the performance requirements in the contract. They questioned how restrictive CSD would be on adhering to fully expending within the 12 month period and if CSD would disencumber funds. ARNCEP offered the recommendation that CSD consider an 18 month contract term to enable agencies to hire additional staff, provide training and purchasing equipment.

Renee Webster-Hawkins clarified that CSD was agreeable to establish an 18-month contract to allow agencies adequate time to ramp up for the 2009 LIHEAP contract; however, future contracts would be a 12-month contract. Additionally, that the 18-month 2009 PY contract would keep the performance benchmarks to be established at 6 months, 12-months, and then 18-months.

The group commented that it is imperative that agencies possess the capacity to fully expend the funding, especially with the new Obama administration. The group agreed that an 18-month contract is reasonable to accommodate ramp up period and to include performance benchmarks.

The group further discussed the importance of an 18-month term for those providers who also have a utility contract since this funding is doubling as well.

**M/S/A by Val Martinez and Kathy Kifaya** for CSD to set the 2009 LIHEAP contract at an 18 month contract term, applied only to 2009 LIHEAP contract to include performance benchmarks.

**Automation**

Val Martinez indicated that ARCNEP expressed concern with trying to ramp up for 2009 LIHEAP program year coupled with automation.

Dennis Osmer advised that it would work better since new staff hired will have the opportunity to attend the training. Training will be hosted in Watsonville beginning January 2008 and will consist of three components - cash assistance, weatherization, and job entry. Agencies need to send staff to the training as they plan to start the 2009 LIHEAP program. Agencies will bring job sheets and practice entering service data at the training. The training will be a total of four days.

Val Martinez asked if agency can charge lodging and per diem to attend the training. Jason Wimbley advised that we expanded the definition of training

to include attending training for automation.

Linda McQueen asked if we could establish a separate line item for automation maintenance. Jason Wimbley indicated that a subcommittee will need to be formed to evaluate if a separate line item for support costs can be charged as program costs rather than administration cost. There is potential that we could categorize some of those costs as program costs.

Renee Webster-Hawkins emphasized that if we allow agencies to treat IT related expenses as program costs, then CSD would have to apply the same standard for treating it's IT relates system costs as program. Currently, these costs are treated as administration.

Louise Perez asked if we could take a one time allocation for special projects that would provide assistance for maintenance and support of automation. Renee-Webster Hawkins advised that the basic OMB cost allowance principle provides that if we take the costs out of administration for agencies then CSD has to take these costs out of administration. If we allow agencies to take the costs out of program, then CSD has to take it out of the program allocation.

Linda McQueen asked if administration expenditures have to be proportionate with program expenditures. CSD advised that administration expenditures can charged to the program without relationship to program activities. However, the total administration expenditures cannot exceed the total amount budgeted for administration.

Val Martinez recommended that CSD in concert with EC research costs associated with automation to determine the feasibility of establishing a set-aside for automation support costs. Jason Wimbley advised the best time to establish a set aside is at the time the main grant funds are allocated.

**MSA by Val Martinez and Arleen Novotney** that CSD in conjunction with EC begin researching the issue for establishing a program funded line item for automation support.

### **Energy Education Workshops**

Val Martinez indicated that some agencies would like to reinstate the energy education workshop as an option. The EC supported this idea and discussed the option of including a disaster component to the education workshop.

Note: After the EC meeting, CSD determined that permission to reinstate the energy education workshops is contingent on US Department of Health and Human Services approving this as an allowable service separate from Assurance 16. In the event that the service is allowable, then CSD will amend the contract in the first term of 2009.

**M/S/A by Val Martinez and Kathy Kifaya** that CSD allow for energy education workshop to be included as an allowable service in the 2009

contract at \$10 per client.

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**LIHEAP Utility  
Assistance  
Benefit**

Godwin Aimua, representative for Community Action Agency of Riverside, is requesting CSD to evaluate the method for determining benefit levels (HEAP/FT) for LIHEAP to allow agencies to issue benefits to clients in the amount that is owed on their utility bill rather than the benefit rate established for that service territory. This would enable agencies to serve more customers and provide local control on amount rather than the state to determine rates

Jason Wimbley indicated that at that time the EC decided that the philosophy is to provide an impact on clients rather than just paying amount of the bill. If we decide to modify the policy to allow benefit levels based on the amount of the bill, we need to plan for it to have some consistency statewide and to allow for system changes.

**M/S/A by Val Martinez and Ed Ocampo** that the Contract subcommittee evaluate the issue that Riverside raise concerning local flexibility to the cash benefit payments and will consider in time as a final recommendation by June 2009.

Godwin voiced to the EC group on behalf of Community Action Agency of Riverside that the Leveraging Incentive Award should only be allocated towards to those agencies who participated in leveraging. Jason Wimbley confirmed that only those agencies who participate in the leveraging program receive a leveraging incentive allocation.

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**2008 NCAF  
Conference**

Lloyd Throne emphasized that the formation of the EC is to ensure that the entire network is informed so that no one should be surprised of what we are doing. The other part of EC is to be a partner for innovative projects. We are going through tremendous changes and the NCAF conference focused heavily on the “green” movement. CSD in partnership with the EC and network wants to lead in this area.

Lloyd Throne along with Morgan Stanley presented the concept of the solar proposal at the conference before 350 people. The network was excited with the presence of Morgan Stanley. For California to accept this invitation to present, shows that California is prepared to lead the way. There was huge interest in the proposal, and many participants asked questions concerning implementation. If California wants to stay in the lead, we need to implement the program. CSD is proposing to the EC that this is an opportune time to use some of the increase LIHEAP funding to fund the solar program.

Louise Perez stated that this is a great idea. This is a unique opportunity that is the right time to move in this direction and invest in the future. The group all agreed.

**MSA by Val Martinez and Diane Shakoor** for CSD to increase innovative project set-aside from 1 to 6 percent of the LIHEAP block grant.

Renee Webster-Hawkins asked the EC if there are any key executive orders that get in the way of doing our best work. Washington D.C. representatives asked for a quick synopsis. Val Martinez recommended to increase flexibility of weatherization expenditure limits and to increase training and technical assistance limits up to 30%.

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**Regional Workshops**

Jason Wimbley advised that CSD is going to host regional workshops in March/April 2009 to focus on ramp up and fiscal compliance with federal requirements. Requested workshop ideas from the EC.

Val Martinez suggested that if CSD adopts energy education to have a discussion topic on this subject, and to discuss the roll out of innovative projects.

The group agreed to hold the workshops in three locations throughout the state to include Sacramento, Downey, and Fresno.

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**Santa Clara Provider**

Lloyd Throne advised that we have suspended the solicitation process to secure a permanent provider in San Mateo.

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**Department of Energy (DOE) Monitoring & Funding**

Jason Wimbley advised that we received the DOE monitoring report that disclosed deficiencies in administering our blower door requirements and distributed a proposed blower door policy (Attachment 1). Additionally, the report indicated that we need to establish a priority list and audit. As we evaluate these issues, we will consider if these changes are applicable to the LIHEAP program.

Arleen Novotney advised that DOE is looking to adopt a certification program for weatherization employees through the Builder Performance Institute. It would be an annual certification program with fees associated. Similar to lead certification program. The group discussed the feasibility of a certification program in California.

Jason Wimbley advised that DOE awarded supplement funding in the amount of \$250 million with California's share of approximately \$12 million. We have the option of allocating these funds in the 2008 DOE program or deferring to 2009.

**M/S/A by Arleen Novotney and Linda McQueen** moved to defer DOE supplemental funding to 2009.

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**Decisions**

The EC made the following decisions and/or made the following policy and contract recommendations to CSD:

**M/S/A Arleen Novotney and by Val Martinez** to approve the October 9, 2008 minutes.

**M/S/A by Val Martinez and Kathy Kifaya** for CSD to set the 2009 LIHEAP contract at an 18 month contract term, applied only to 2009 LIHEAP contract to include performance benchmarks.

**M/S/A by Val Martinez and Arleen Novotney** that CSD in conjunction with EC begin researching the issue for establishing a program funded line item for automation support.

**M/S/A by Val Martinez and Kathy Kifaya** that CSD allow for energy education workshop to be included as an allowable service in the 2009 contract at \$10 per client.

**M/S/A Val Martinez and Ed Ocampo** that the Contract subcommittee evaluate the issue that Riverside raise concerning local flexibility to the cash benefit payments and will consider in time as a final recommendation by June 2009.

**M/S/A by Val Martinez and Diane Shakoor** for CSD to increase innovate project set-aside from 1 to 6 percent of the LIHEAP block grant.

**M/S/A by Arleen Novotney and Linda McQueen** moved to defer DOE supplemental funding to 2009.

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**Next meeting**

January 15, 2008

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